



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY
Vacancy Announcement #2016-04

Position Type:	Courtroom Deputy Regular full-time position
Number of Vacancies:	One
Location:	Warren E. Burger Federal Building and U.S. Courthouse St. Paul, Minnesota
Posting Date:	January 15, 2016
Classification:	CL 27
Salary Range:	\$50,270 – \$81,711 DOQ
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, January 29, 2016 at 5:00 p.m.
Area of Consideration:	Open to all sources

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. This position supports 7 authorized district judges, 5 senior district judges, 8 authorized magistrate judges, 1 part-time magistrate judge, and Clerk's Office staff.

Introduction

This position is located in the Warren E. Burger Federal Building and U.S. Courthouse in St. Paul, Minnesota. The incumbent's office is in the judge's chambers. The incumbent manages the judge's caseload and provides courtroom and other assistance through scheduling trials, hearings, and other activities, attending court proceedings, drafting and entering orders and judgments, compiling minutes and reviewing statistical reports.

Representative Duties

Provide professional administrative support and manage the operations of the judicial chambers.

Prepare written and oral communications, including writing, editing, and proofreading of documents for correct legal citation formats. Answer phones and provide appropriate information to callers.

Manage judge's cases by calendaring and regulating their movement, monitoring filing of pertinent documents and timely responses to judicial orders, and setting dates and times for hearing, trials and conferences.

Review information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel.

Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom and electronic evidence presentation systems, assuring presence of all necessary participants, empaneling jurors and managing exhibits. Take notes of proceedings and rulings and prepares minute entries.

Draft routine orders and judgments, such as orders dismissing cases that have been settled and orders referring matters to magistrate judges.

Review and prepare documents and docket these documents in the Electronic Case Filing (ECF) system.

Act as liaison among the clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently. Serve as a primary source of information on scheduling conferences, hearings, trials, and other case processes.

Other duties as assigned.

Qualifications:

Minimum Qualifications

At least five years of specialized experience. Qualified candidates will possess excellent organizational, problem solving and customer service skills, as well as an understanding of the litigation process, good judgment, excellent communication skills, and knowledge of or a willingness to learn the policies and procedures of the Court, including the

Court's electronic case management system. Candidates must be detail oriented, possess the ability to work in a fast-paced environment, meet deadlines, be careful and accurate and be able to manage multiple projects at once. Candidates must also possess excellent knowledge of word processing and spreadsheet software. Candidates must have the ability to maintain confidentiality and interact professionally with a wide variety of people. Preferences include previous legal secretarial experience, knowledge of court rules, policies and procedures.

Preferred Qualifications

A BA or Paralegal degree is preferred. Preferences include previous legal secretarial experience, knowledge of court rules, policies and procedures.

Conditions of Employment

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Applicant must be a U.S. citizen or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. A background check is required. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All final candidates are subject to FBI Fingerprints and background investigation, including criminal history.

Benefits

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include paid vacation and sick leave, health insurance, disability and life insurance, long-term care, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

Application Process

Qualified candidates should email resume with cover letter to:

hr-usdc@mnd.uscourts.gov

Enter “Application for Courtroom Deputy Position” in the email Subject line.

All documents should be combined and emailed as one PDF attachment.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Clerk of Court may select a candidate from the qualified applicants.

An Equal Opportunity Employer